



Animal Facility SOP 5.1

Procurement Policy for Animal Purchasing and Purchasing Lab supplies

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I. Purpose

To document the policy and procedures used by Morgan State University regarding the purchase of animals used in animal research

II Scope

This SOP applies to the Facility Administrative Staff, IACUC Members, and Investigators and involves purchasing animals for use in research, and purchasing supplies.

III Animal Purchase Background

A. The purchase and use of live vertebrate animals for research or teaching requires IACUC review and approval. Investigators wishing to use or house live vertebrate animals in MSU animal facilities for research or teaching must have the use approved by the Institutional Animal Care and Use Committee (IACUC) prior to order or use. Independent ordering of vertebrate animals by Principal Investigators, students, or departmental personnel is specifically prohibited.

B. Procedures

1. Procurement of all species of animals must be approved by the IACUC.
2. The Facility Director or Attending Veterinarian will assist investigators in locating specific strains, stocks, or breeds of animals.
3. To purchase animals, the Principal Investigator must submit an Animal Care and Use Review Protocol Form for review and approval by the Institutional Animal Care and Use Committee (IACUC). Once approved, the PI may place an order request through

the animal facility for those species, and only those species approved under the approved protocol.

4. Investigators must complete the [animal order request form](#) for all animal acquisitions and submit a copy to the facility director.
5. The Facility Director will note the *number* of animals approved under each approved protocol, and will monitor for adherence to that protocol number. Unless the IACUC approves an amendment to the approved protocol which increases the animal use numbers, only the approved number of animals during the protocol approval period will be allowed, which is three years. If a PI has reached the maximum number of animals allowed, the order request will not be approved without scientific justification and IACUC approval.
6. The Facility Manager will verify IACUC's approval of the protocol before animals are ordered and will confirm space availability. He/she will forward the purchase order to the investigator's administrative assistant, the investigator, or to Purchasing as per internal policy.
7. The Facility Director or Attending Veterinarian will verify the health status of animals provided by vendors and institutions and ensure order information is complete.
8. Once an animal order has been placed, changes with the vendor may not be made by PIs, students, or department personnel. Instead, changes must be handled in the same manner as for the purchase of the animals
9. The Attending Veterinarian, based on routine assessment of health data and animal quality, may create a list of approved animal vendors. If an investigator wishes to receive animals from another source (i.e. another institution, overseas, etc.) the animal shipment must be coordinated and approved by the Attending Veterinarian prior to moving the animals and animals will be quarantined before being made available for investigator use. Quarantine may involve both diagnostics and treatment for suspected or verified infection/infestation of pathogenic agents, or commensal agents that could be, under certain circumstances, considered adventitious pathogens. This will ensure that animal staff is fully prepared to house the incoming animals and protects the rest of the animal population from potential pathogen exposure from a new group.
10. In many cases, obtaining animals from other investigators or institutions will require a **Material Transfer Agreement** (MTA) between the institutions. The MTA must be approved and signed by the head of Research Compliance.
11. Purchase orders or modifications placed directly with any vendors by anyone other than Accounting Offices or without permission is prohibited. Animals received as a result of any unauthorized purchases **may be subject to rejection.**
 - a. If an animal order is rejected, the Facility director will refuse the shipment and contact the PI and vendor to inform them that the animals will not be accepted. The PI will be responsible for any charges incurred due to failure to follow the Animal Purchase Procedures.